

FOOD SERVICE AGREEMENT REQUEST

Complete and return to: California Department of Education Nutrition Services Division Resources and Information Management Unit 560 J Street, Suite 270 Sacramento, CA 95814-2342	Vendor Number: Agreement Number: School/Agency Name:
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The above named school/agency requests approval to claim reimbursement under the National School Lunch and/or Breakfast Program(s) for meals served to children in the school(s)/agency(ies) listed below. We do not have administrative jurisdiction over the school(s)/agency(ies) or the children in attendance/residence; therefore, a food service agreement will be maintained between our school/agency and each school/agency listed below. Attached is documentation which establishes the eligibility of the school(s)/agency(ies) to participate in the National School Lunch and/or School Breakfast Program.

Documentation will consist of a copy of an Internal Revenue Services letter declaring that the school/agency is tax-exempt under Code of Federal Regulations Section 501(c)(3) **and either** (a) in the case of a private school, a copy of it's private school affidavit; **or** (b) in the case of a residential child care institution, a copy of the institution's license issued by the California Department of Social Services or any other licensing authority.

Agreement number (if known)	School/Agency Name	Reason Code*
Vendor number (if known)	School/Agency Address	Zip code

***The school/agency requires the services of the School Food Authority for the following reason(s):**

A – Resources, facilities, and/or equipment are not available for meal preparation.

B – Experienced professional staff are not available to administer the program(s).

C – Other (please explain): _____

Signature of school/agency official:	Printed name and title of school/agency official:	
Telephone number:	Date:	This approval is good for the duration of the agreement(s). You must reapply for each new agreement.
Approval of California Dept. of Education:	Date:	
Approval of United States Dept. of Agriculture:	Date:	